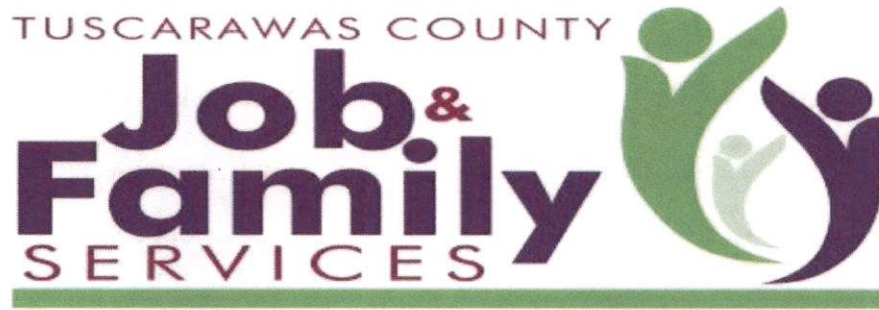




Prevention, Retention, and Contingency (PRC)

Prepared By Tuscarawas County Job & Family Services
11-01-99

Revised 05/01/2014
Revised 04/01/2015
Revised 03/23/2016
Revised 09/01/2016
Revised 10/01/2017
Revised 03/11/2019
Revised 10/01/2019
Revised 04/01/2020
Revised 07/01/2020
Revised 05/01/2021
Revised 10/01/2021
Revised 05/01/2023
Revised 07/01/2023
Revised 11/01/2023
Revised 03/01/2024
Revised 05/01/2024
Revised 07/01/2024
Revised 03/01/2025
Revised 05/01/2025
Revised 06/01/2025
Revised 09/01/2025

Prevention Services: Designed to divert families from ongoing cash assistance by providing short term, non-assistance.

Retention Services: Provided to assist an employed member of the family in maintaining employment.

Contingency Services: Provided to meet an emergent need which, if not met, threatens the safety, health or well-being of one or more family members.

LIST OF SERVICES & BENEFITS
Effective September 1, 2025

The Prevention, Retention, Contingency (PRC) program is designed to provide benefits and services to needy families and low income, employed families who are in need of help with central supports to move out of poverty and become self-sufficient. These supports include non-recurrent, short-term, crisis-oriented benefits that are directly related to the four purposes of the TANF program and do not meet the definition of federal assistance. Non-recurrent, short-term assistance addresses crisis situations and does not provide for needs extending beyond four consecutive months. These non-recurrent benefits and services may encompass more than one payment, but not more than four, in a calendar year, as long as the payment provides short-term relief and addresses a crisis situation, rather than meeting ongoing or recurrent needs. The 12-month time period begins on the date of the approval for the emergency assistance. For example, a PRC application is approved on 02-01-15, then the 12-month period will end on 02-01-16. When a new PRC application is approved during that time, the 12 months for the second PRC application will also end on 02-01-16. These benefits and services are consistent with the federal definition of “non-assistance” as found in Ohio Revised Code. The definition of non-assistance includes:

1. Non-recurrent short-term benefits that:
 - A. Are designed to deal with a specific crisis situation or episode of need.
 - B. Are not intended to meet recurrent or ongoing needs.
 - C. Will not extend beyond four months.
2. Supportive services, such as childcare and transportation provided to families who are employed.
3. Services such as counseling, case management, peer support, childcare information and referral, transitional services, job retention, job advancement, and other employment related services that do not provide basic income or support.
4. Transportation benefits provided under a job access or reverse commute project to an individual who is not otherwise receiving assistance.

Soft services, by definition, have no monetary value to the recipient. In this PRC plan, these are services provided to stabilize a family through an on-going crisis situation or prevent an increased risk, therefore, soft services can extend beyond the fourth month limitation.

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

Assistance Group Composition

PRC benefits and services are available to a family assistance group, which includes a pregnant individual or a minor child or children who reside with a parent, specified relative, legal guardian, or legal custodian. A minor child is defined as an individual who is under 18 years of age (in school or not) or an individual who is 18 years of age but not yet 19 and is a full-time student in a secondary school (or in the equivalent level of vocational or technical training). A non-custodial parent may receive PRC if he/she has had, at least, 20 hours per week of employment, on average, for at least 6 of the past 12 months, has established a court-ordered child support obligation, and has made demonstrated efforts to comply with any court-orders relative to their child support obligation. Demonstrated efforts are defined as the ordered amount of support paid, in at least the last 4 of 6 months in the immediate, preceding 12-month period. For non-custodial parents residing in Tuscarawas County, the service requested must be in the name of the person who is the non-custodial parent. The child of the non-custodial parent must also be a Tuscarawas County resident and not residing with the applicant parent on a full time basis, for the applicant to be eligible as a non-custodial parent.

A minor child may be “temporarily absent” from the home and the assistance group may still qualify for PRC. During this temporary period, the child is considered to be residing with the parent, specified relative, legal guardian, or legal custodian. “Temporary absence” has the same meaning for PRC as it does for OWF, in accordance with ORC section 5107.10 and OAC 5101:1-3-04. The absence of a member of the assistance group is temporary when the following criteria are met:

- The AG member has been absent for no longer than 45 consecutive days (see next paragraph if the child has been removed by PCSA).
- The location of the AG member is known.
- There is a definite plan set for the return of the absent AG member to the home.
- The absent child shared the home with the assistance group before the onset of the absence.

Rule 5101:1-3-04 also sets forth exception to the requirement that the assistance group member be absent for no longer than 45 consecutive days. Most relevant to PRC is the situation where a child is removed, by court order, from the home by the public children services agency (PCSA), if the agency indicated that there is a reunification plan to return the child to the home within the first six months. Services in these cases will only be

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

provided through PRC for the first six months and monthly eligibility depends upon case plan progress as reported by the PCSA worker

There may be other members in the household who may or may not be related to the minor child/pregnant individual who may significantly enhance the assistance group's ability to achieve economic self-sufficiency; however, these other members may not affect the PRC eligibility of the applicant. Who to include in the PRC eligibility, is determined similarly to forming an assistance group for TANF (Temporary Assistance to Needy Families) benefits. If the individual would be included in the TANF assistance group, the individual is counted in the PRC assistance group. The only exclusion to this would be a pregnant individual who has no other children. Since the benefit will be issued counting the unborn child in the household, the unborn child's father, if residing in the same household, will also be included in the assistance group composition. This would include all related income and/or resources of that individual.

For the purposes of this program, a "Kinship Caregiver" is defined as any of the following who are eighteen years of age or older and caring for a child in place of that child's parents.

- 1) The following individuals related by blood or adoption to the child:
 - (a) Grandparents, including grandparents with the prefix "great," "great-great," or "Great-great-great";
 - (b) Siblings;
 - (c) Aunts, uncles, nephews, nieces, including those relatives with the prefix "great," "great-great," or "great-great-great";
 - (d) First cousins and first cousins once removed.
- (2) Stepparents and stepsiblings of the child;
- (3) Spouses and former spouse of the individual named in (1) or (2) above;
- (4) A legal guardian of the child;
- (5) A legal custodian of the child.

Included in this program are *stabilization services*. The assistance group under stabilization services will include only the eligible child in the kinship home. Stabilization services would include any service or benefit necessary to transition a child into the home of a kinship caregiver or to maintain the child in the placement of the kinship home (i.e.: bed, clothing, safety needs, daily living needs, personal needs, transportation expenses, respite care, routine childcare and car seats). Applicant or designee is responsible for determining provider of childcare relief services and may include any licensed or un-licensed provider. The county agency will determine all

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

appropriate vendors when procurement is required. Relief of childcare expenses under stabilization services cannot exceed a four-month period to maintain the program integrity of “non-assistance”.

The Kinship Caregiver Program will also include expenses related to *caregiving services*. For caregiving services, the assistance group will include the eligible child and the kinship caregiver. Caregiving services can include any necessary services or benefits to administer to the needs of a child. Necessary services or benefits can include, but are not limited to, childcare expense relief, which is defined as routine childcare or respite care services, school needs, and daily necessities. Applicant or designee is responsible for determining provider of childcare relief services and may include any licensed or un-licensed provider. The county agency will determine all vendors when procurement is required.

For relief of childcare expenses under *caregiving services*, the minor child shall be:

- (a) Under age thirteen at the time of the application and may remain eligible until they turn thirteen; or
- (b) Be under eighteen at the time of the application, if meeting the definition of special needs, pursuant to rule 5101:2-16-01 of Administrative Code.

If requesting relief of childcare expenses, under *caregiving services*, the kinship caregiver or other member of the assistance group shall be participating in one of the following approved activities:

- (c) Paid employment on a full or part time basis.
- (d) A training or education activity that prepares the caretaker for either Ohio Works First (OWF) or the Supplemental Nutrition Assistance Program (SNAP).

Eligibility

In order to receive PRC benefits and services, a member of the assistance group must be a citizen of the United States or qualified alien. The current eligibility system which successfully verified citizenship status or any previously provided citizenship verification will be used, when available. Eligibility for PRC is based on the assistance group demonstration and verification (when available) of the need for financial assistance, central supports and/or services. An eligibility determination qualifies or disqualifies the applicant for consideration of the supports requested. PRC is not an entitlement program. Appropriateness of the support and/or services requested as well as the probability that the PRC assistance will resolve the crisis situation will be taken into consideration to determine eligibility. The assistance group's gross income, as defined under the income section

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

of the PRC plan, must be less than or equal to the economic need standard established for the benefit and service requested. The economic need standards are based on federal poverty guideline measures which shall be updated annually when the federal poverty guidelines are increased. Eligibility requirements outlined in this plan will not apply to services provided in connection with PCSA involvement or those designed to ensure child safety and stability, including contracted services and family preservations efforts. Waived eligibility criteria, can include, but is not limited to OWF sanctions or other program non-compliance and overpayment requirements.

Any service which will extend past 12 months will require a new application to be filed and eligibility determined before services may continue past the 12th month.

Income

The combined gross income, for all members in the PRC assistance group shall be counted, with the exception of **earnings** of a minor child, unless the minor child is a parent. Countable income includes earned income as listed in the income section of this plan, but specifically *excludes* unearned income and income that would normally be exempt or disregarded from OWF eligibility determination. In addition, income specifically listed in OAC 5101:1-24-20 is excluded from the income calculation. All countable income, which is received or expected to be received, during a 30-day budget period is considered when determining financial need. The 30-day budget period begins from the date of the PRC application unless the time period does not accurately reflect the expected income. In that instance, the income received in the 30 days prior to the date of application may be used.

Economic need for PRC can be considered verified upon application when the applicant is currently in receipt of SNAP or OWF benefits. Income will not need reverified when applying for PRC unless a change impacting eligibility is reported.

When the income source is new, including self-employment, and no verification is yet available to client, self-attestation may be acceptable. Availability and necessity of verifications will be determined by the

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

TCJFS worker, on a case-by-case basis. The worker will document the rationale for accepting self-attestation.

For established employment/income, written (e.g., paystubs, employer statement, etc.) or verbal verification of the income is required, unless previously verified, as noted above. For any verification that is obtained by telephone, there must be clear documentation in the PRC assistance group record regarding: the name and position of the supplier of the information, the date the information/verification was obtained, the amount of the verified income, and the name of the individual who obtained the information. A signed ODHS 7341 application/recipient authorization for release of information should be obtained from the applicant for the inquiry.

LIST OF SERVICES & BENEFITS
Effective September 1, 2025

Unearned Income

Examples of unearned income, which is excluded from income calculations, will include, but is not limited to:

RSDI Benefits	Alimony and Child Support
VA Benefits	Worker's Comp Benefits
Unemployment Benefits	Pension and Retirement Benefits
Investment Income	Rental Income
OWF, DA, SSI Payments	Lump Sum(s) / Lottery winnings
Money from other individual(s)	

Although excluded from the income calculation for eligibility, the income may be considered when establishing the assistance groups 'sustainable income'.

Earned Income

Earned income is income in which an assistance group member must perform some type of labor or service to be able to receive cash. The following examples are earned income, which must be counted. This, too, is not intended to be an all-inclusive list.

- Earnings from work as an employee
- Earnings from self-employment, less the cost of doing business following SNAP self-employment details including allowable and unallowable expenses, found in 5101:4-6-11.
- Training allowances
- Commissions

Resources

There will be no resource limit for any PRC services or benefits in Tuscarawas County.

Residence

PRC benefits and services are available to residents of Tuscarawas County. Children in agency custody are considered a Tuscarawas County resident, while in custody or under protective supervision. For these applicants, the assistance group will be comprised of just the child in need of services. The application may be completed by the agency representative. A self-attested application can be accepted for these children.

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

Ineligible Family Assistance Groups

According to state and federal law, the following are not eligible for PRC:

1. Families without a minor child and no reported pregnancies.
2. A single individual, unless that individual is pregnant which has been verified if questionable.
3. Households that do not contain a citizen of the United States or eligible alien.
4. Families that have been court convicted or signed an IPV for fraudulently receiving assistance under TANF/ PRC are ineligible until assistance received fraudulently is repaid in full.
5. Fugitive felons.

In addition, the following are not eligible per the Tuscarawas County PRC Plan:

6. Families with outstanding overpayment(s) which were not associated with a court convicted or signed IPV, unless a signed repayment agreement exists, and the family is current with the repayment plan. Current with repayment is demonstrated by making at least four, as agreed upon, repayments. Establishment of the repayments, per the agreement, is required in all instances.
7. Families currently serving an OWF sanction whether it is during the minimum sanction period or outside of the sanction period, but the assistance group has not yet complied with the sanction.
8. Individuals' ineligible for any other programs due to non-compliance with a Child Support Enforcement Agency.
9. Households that contain an adult or minor head of household that has voluntarily quit any employment without just cause will be ineligible for PRC assistance for 180 days from the date of the job quit. This includes loss of employment due to intentionally violating company policy or "self – sabotage" of the employment. Any full-time employment that is terminated by the adult to attend school will not be considered just cause.
10. Any AG in which a required PRC AG member has received PRC within the last 12 months in another county, if that amount equals or exceeded Tuscarawas County's Plan cap. If any balance remains, that amount will be used in determination, pursuant to the Tuscarawas County PRC plan.
11. Any parent, under the age of 18, that is not living in an adult supervised household.
12. Individuals who provide false or purposely misleading/incomplete information on a PRC application.
13. An applicant or PRC AG member who is on strike.

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

Program Operation

To ensure fair and equitable treatment, the families applying for PRC shall be considered according to the standards of policy and procedures set forth within this document. The covered benefits and services, or amount specified for the benefits and services listed in the section detailing the scope of coverage, may not be reduced, limited, or restricted, unless the program is amended. Such amendment must be the result of a public hearing or through recommendation of the Planning Committee and approved by ODJFS. Any other expense or service which Tuscarawas County JFS believes will help the PRC assistance group obtain long-term self-sufficiency will be considered through the requisite Planning Committee or public hearing process, or by referral to non-PRC sources of assistance. Eligibility will be carefully evaluated on a case-by-case basis. PRC does not cover taxes and/or third-party vendor payment fees, unless specifically identified in this plan. The PRC program is funded with Federal Title IV-A block grants and will not cover any medical services, including those services covered by Medicaid, except for pre-pregnancy, family planning services. Services will not be approved for any third-party vendor/provider payment, regardless of the circumstances, if that vendor/provider is an employee of Tuscarawas County Job and Family Services.

Scope of Benefits/Services

The attached chart lists the scope of benefits and services provided by the Tuscarawas County Job & Family Services PRC program. The chart also lists assistance groups served, economic need standards for a particular benefit/service, caps on benefits/services, and targeted groups. The targeted groups are used to customize service delivery specific to a family's circumstances. **Temporary Incapacitation Support** is a program designed to address short term, very specific needs for assistance groups that were self-sufficient prior to emergence of the specific crisis. Self-sufficient is define as an assistance group that has not been in receipt of Ohio Works First (OWF) benefits in the immediately preceding six-month period. This program is designed to address the following three temporary needs (1) Maternity Leave (2) Other, non-county issued, program application wait period (i.e.: unemployment compensation, workers compensation, etc.) and (3) Medical

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

reasons preventing return to employment, with the return to employment not to exceed the four-month eligibility period. Applicants qualifying for this support are required to have been employed at least 20 hours per week, not averaged, prior to the crisis. An exception to this rule would be a two-parent household. Two parent assistance groups that make application, must include at least one parent having employment of at least 32 hours per week, not averaged, prior to the crisis situation. All applicants applying for OWF that qualify under this specific criteria will be given the option to choose program participation under OWF or Temporary Incapacitation Support.

Standard of Promptness

The intent of this program is to provide and authorize benefits and services within ten business days of the receipt of the signed application and all necessary verifications. In some instances, the time frames may not be met, due to unavoidable delays on the part of the applicant or the agency. In these instances, the time delay should not exceed twenty days from the date of application.

The ten-day standard of promptness is a suggested time frame that is intended to stress the importance of dealing with PRC applications in an appropriately efficient manner. The denial of a PRC application due only to the expiration of the ten-day period is not cause for denial of the application. When this time limit cannot be met, the AG record should include sufficient documentation of case activity, including an explanation of expected and unavoidable delays in the application process. Applications afforded ten days to provide requested verifications for eligibility determination can be denied on day eleven when the necessary documents are not provided, when additional time to provide requested verifications is not requested by the applicant.

Community Resources

The availability of resources within a local community shall be explored prior to the authorization of PRC. The PRC assistance group shall apply for and utilize any program, benefit, or support system which may reduce or eliminate their presenting need. An example of this would be the HEAP program.

Personnel authorizing PRC are to be aware of the community resources that could assist a family in

LIST OF SERVICES & BENEFITS
Effective September 1, 2025

need of immediate services. Attempts to locate community resources and arrangements made with other service providers will be documented in the PRC application.

Applicant Responsibility

An applicant for PRC is responsible for completing all necessary documents, furnishing all required information and cooperating with the eligibility determination process. There will be no PRC eligibility when the AG fails to make use of available income or community resources available sufficient to meet all or part of their emergent need. (This would encompass any community resources available, outside of TCJFS program operatives, such as HARCATUS and other community agencies that work in collaboration with the PRC program.) Applicants who fail or refuse to explore eligibility for unemployment compensation, worker's compensation or social security benefits, when potential for eligibility has been reasonably determined to exist, will not be eligible for the PRC program. If no payments on recurring monthly expenses have been made since the last PRC, or any other community agency's payment, then the AG may not be eligible for further PRC payments on those recurring monthly expenses. PRC eligibility must be determined prior to service delivery to be eligible. Multiple applications for PRC assistance will be evaluated on a case-by-case basis. Applications which exhibit a pattern of use, may be required to attend money management classes, if available. TCJFS also reserves the right to deny PRC benefits and services to any applicant who has demonstrated a pattern of PRC actual or attempted misuse or abuse. The standard for this determination is determined by the county agency and may vary case by case. Rationale for determination of misuse or abuse should be clearly defined in the case record.

Summer Youth Employment Program

As funding allows, the TANF Summer Youth Employment Program will be available to a *minor child*, as defined in 45 C.F.R 260.30, of TANF eligible families.

This program will follow state and federal TANF and PRC requirements, including details found in OAC 5101:1-3-16. Following guidance from Family Assistance Letter #221, dated February 3, 2025, the

LIST OF SERVICES & BENEFITS
Effective September 1, 2025

Summer Youth Employment Program will meet two TANF Program purposes:

- 1. To provide assistance to needy families so that the children may be cared for in their homes or the homes of relatives.**
- 2. To end dependence of needy parents on governmental benefits by promoting job preparation, work and marriage.**

Eligibility:

Eligible families will be at or below 200% of the Federal Poverty Level and meet all Prevention, Retention, Contingency (PRC) eligibility criteria. *Family* is defined in federal and state law and regulations as follows: a minor child who resides with a parent, specified relative, legal guardian or legal custodian (a child may be temporarily absent from the home provided certain requirements are met); a pregnant individual with no other children; or a non-custodial parent who lives in state, but does not reside with his / her minor child(ren). *Foster Care*: Youth in a foster care setting age 14 to 18 years of age, if they are a full-time student in secondary school may be served under only this program under the PRC plan. In accordance with Family Assistance Letter (FAL) #221, all youth participation in the TANF Summer Youth Employment Program, must be registered on the Ohio Means Jobs website.

The types of persons to be served are:

- **Youth age 14-18, enrolled in secondary school, as long as the youth is in a needy family and in school.**

Income:

Supplemental Nutrition Assistance Program (SNAP): Pursuant to rule 5101:4-4-19 of the Ohio Administrative Code, income received from the TANF Summer Youth Employment Program by the 14–18-year-old participant enrolled in secondary school is *not considered countable earned income for SNAP*.

Cash Assistance: Pursuant to rule 5101:1-23-20 of the Ohio Administrative Code, earnings received from the TANF Summer Youth Employment Program by the 14–18-year-old participant enrolled in secondary school are *not countable in determining Ohio Works First eligibility and level of benefits for the family*.

Activities:

Activities authorized under this program will cover the period of May 1, 2025, through September 30, 2025, and would include any activity that will allow eligible youth to gain valuable work experience such as operating equipment, time management and personal responsibility.

Services:

Allowable services under SYEP, will include, but will not be limited to: training, job coaching or mentoring and other services as determined necessary by the operating agency.

At the completion of this program on September 30, 2025, eligible participants will be given opportunity to volunteer to participate in the Comprehensive Case Management & Employment Program (CCMEP).

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

Benefit Recovery

Any member of a PRC assistance group, and/or member of household having an overpayment, will not be eligible for PRC benefits until a payment plan is in place and four agreed upon, timely payments have taken place. If payments are not maintained, any subsequent PRC requests will be denied. Families that fraudulently received assistance (IPV/court-convicted) under TANF/ PRC/SNAP/Child Care/Medicaid or Transportation programs will not be eligible for PRC benefits until repaid in full. An exception to this policy is any applicant for the Summer Youth Employment Program, referred by child protective services.

Any applicant giving false or misleading information in order to obtain PRC benefits may have their application denied. If it is discovered, after authorization of benefits, that information was falsified, the applicant will be subject to repayment of any overpayment and the recovery procedures by the Benefit Recovery Unit. (See rules in OAC 5101:1-23-75.) Any PRC benefit paid to an educational institution will be subject to benefit recovery if the student for whom the tuition is paid fails to successfully complete the program or the course. Any payments made to initiate paid employment will be repaid if the employment is not continued for at least six calendar months.

Application

A family may apply for PRC benefits and services in two ways: (1) the family may fill out Form IM 36, the Prevention, Retention, Contingency (PRC) program application, (2) the family may fill out an application that has been approved by the Agency for use in applying for various, more specialized services. An application for PRC is a signed statement authorizing release of information and will allow the agency to make all necessary contacts required to process the application for eligibility. The application and any other documentation gathered during the eligibility determination process will be scanned into the document imaging program. It should be noted that PRC benefits and services provided to noncustodial parents shall be scanned under the non-custodial parent's name. All PRC applications will be entered in the appropriate eligibility system (currently **Ohio Benefit Worker Portal**) for PRC authorization or denial.

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

Eligibility factors, time restraints, and amounts available to pay for the various benefits and services covered must be explained. When completing applications directly with clients, this is done during interview process. For all other applicants, information regarding PRC and the agency's plan are available on the county and state websites. Anyone applying for PRC services must receive appropriate information about referrals to and access to Medicaid, SNAP, Child Care Assistance, and other programs that provide benefits that could help them make the successful transition to work. Voter registration applications are made available to persons applying for and/or receiving assistance through the PRC program. Voter Registration Notice of Rights and Declination is included on the PRC application. Every PRC applicant will also be provided a copy of the JFS04059, "Explanation of State Hearing Procedures."

PRC assistance will be authorized with the expectation that the PRC assistance group will be able to function without additional agency help. Services and benefits shall be provided, which directly lead to or can be expected to lead the family to becoming self-sufficient in accomplishing one of the four purposes of TANF. Below are the four purposes of TANF according to the Department of Health and Human Services (HHS) guide, Helping Families Achieve Self-Sufficiency, [found at 42 U.S.C. 601(a)] and as listed as an excerpt in the PRC Reference Guide 03/19:

1. Providing assistance to needy families so that children may be cared for in their own homes or in the homes of relatives. This purpose covers only needy families so that children may live with their parents or other relatives. It does not cover children living with non-relatives. A needy family is one that meets the income and/or resource standards established by the state in its TANF plan. A state may establish a variety of income and resource standards for "assistance" and other services and benefits.
This purpose is not limited to benefits that are within the regulatory definition of "assistance." A state may provide other services in support of this purpose. For example, funding home repairs for needy families would be consistent with this purpose.
2. Ending the dependency of needy parents by promoting job preparation, work, and marriage. A state could help any needy parent, including a non-custodial parent or a working parent, by provided employment, job preparation or training services. Examples of potential services include

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

job or career advancement activities, marriage counseling, refundable earned income tax credits and employment services designed to increase the non-custodial parent's ability to pay child support. Activities that promote any one of these objectives – job preparation, work and marriage – would be consistent with this purpose.

3. Preventing and reducing out-of-wedlock pregnancies and establish annual numerical goals for preventing and reducing the incidence of these pregnancies.

This purpose is not limited to needy families or individuals. However, the state must establish objective criteria for the delivery of services to the non-needy. Potential activities that would be reasonably calculated to accomplish this purpose include family planning, clinical and follow-up services, abstinence programs, visiting nurse services and programs and services for youth such as counseling, teen pregnancy prevention campaigns and after-school programs that provide supervision when school is not in session.

4. Encouraging the formation and maintenance of two-parent families.

A significant share of TANF families consists of unmarried mothers with low skills who live with their children apart from low-skilled, underemployed fathers. Many of these fathers are involved in the lives of their children and provide some financial support but would like to do much more. Historically, the fathers have found limited employment opportunities and welfare rules have worked to discourage family formation and fuller involvement of these fathers in the lives of their children.

Some activities that are reasonably calculated to accomplish this purpose might include parenting skills training, premarital and marriage counseling, and mediation services; activities to promote parental access and supervision; job placement and training services for non-custodial parents; initiatives to promote responsible fatherhood and increase the capacity of fathers to provide emotional and financial support for their children; and crisis or intervention services.

Notice of Approval and Denial

Tuscarawas County Job and Family Services and/or the service provider is responsible for using objective criteria when determining eligibility for this program. If it is determined that the application for PRC is approved, the ODHS 4074 (Notice of Approval of Your Application for Assistance) shall be mailed or otherwise delivered. If it is determined that the application for PRC is denied, the ODHS 7334 (Notice of

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

Denial of Your Application for Assistance) shall be mailed or otherwise delivered. These documents will be scanned into the document imaging system in addition to the application. Once the eligibility for PRC has been established and approved, payment for benefits/services will be processed and payment made to vendors according to the standard payment procedures and timelines of the county auditor's office. Authorization may occur at any time during the period beginning from the date the PRC is approved. All payments shall be made to the vendor. Policy has been written to assure all auditing requirements are maintained.

The Board of County Commissioners certify that the County Department of Job and Family Services complied with ORC Chapter 5108 in adopting the statement of policies.

This is to certify that the PRC Plan review was completed, and the plan approved by the Tuscarawas County Job & Family Services Planning Committee at the meeting on August 13, 2025.

This Prevention, Retention and Contingency, Tuscarawas County Job and Family Services Model is certified as written by Veronica Spidell on 8/14/25.
Veronica Spidell, Director, TCJFS Month/Day/Year

Effective date of plan is September 01, 2025.

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>Summer Youth Employment Program (SYEP)</u> This program is governed under the guidance found in Family Assistance Letter #221 and will operate from May 1, 2025, through September 30, 2025. This program intends to provide TANF-eligible youth valuable work experience while earning a paycheck.	Dependent upon available funds. \$13 per hour maximum wage.	TANF Eligible Families – Youth ages 14-18 if the youth is a minor child in a needy family and is in secondary school.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	In-school youth ages 14-18 in low income, TANF eligible households and youth in Foster Care. This program serves purposes #1 and #2
<u>Temporary Incapacitation Support</u> To meet short term crisis situation needs such as: maternity leave assistance, medical emergency situations (for the applicant, the applicant spouse or a minor child) resulting in unexpected time off work without disability payments and interim assistance for pending unemployment, workers compensation or disability/sick pay benefits. Allowable expenses include, but are not limited to: Shelter expenses, utility expenses, monthly installment payments for the family vehicle. The AG formation will include any unborn child(ren) for maternity leave. Payment will be made directly to the vendor(s). These assistance groups will be encouraged, if not already in receipt, to apply for all other programs that may assist such as OWF, SNAP and Medicaid to manage the crisis. Burden of vendor verification is solely on the applicant.	To maintain “non-assistance” these payments cannot exceed four months. Total CAP for the four-month assistance under this service is \$4,000.00. Income for both biological parents of the unborn child(ren), residing in the same household, will be counted to determine eligibility for this program. Support is meant to help the applicant through the incapacitation and not to respond to any disconnect or other lack of payment emergencies.	Parents, specified relatives or legal guardians with minor children who are temporarily incapacitated.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP or a Medicaid program with income limit of 200% FPL or lower.	Previously self-sufficient parents and specified relatives or legal guardians with a minor child in the home that are temporarily incapacitated. For this assistance: Employment prior to crisis, must have been at least 20 hours, on average, per week for a single parent household or at least 32 hours, on average, per week for one parent, at minimum, in a two-parent household to qualify. This promotes TANF purposes #1 and #2

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>Child Welfare Services-TANF</u> Family Preservation Activities – screening/ assessment of services, information and referral. Family Preservation – to maintain the family unit or to reunite child with family within the first six months of removal. This can include, but is not limited to, parent mentoring.	No cap on services (as needed).	Parents with minor children; Kinship families with children.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	No in-home case plan; no custody established. Court involved reunification plan. In-home case established. Child Welfare only. This service promotes TANF purpose #1 and #4
<u>Kinship Services</u> <i>Stabilization and caregiving services</i> required to maintain and prevent disruption of placement, as funding allows. Childcare expense relief including any subsidized childcare co-payment amount not to exceed four months or maximum of ten months if caregiver meets outlined activity requirement. <i>Stabilization and caregiving services include, but not limited to any reasonably necessary childcare needs:</i> **Home furnishings (beds, mattresses/box springs, etc.) **Personal expenses (clothing, child restraint seats, diapers, toiletries, daily necessities, etc.) **The agency will review expenses for determination of reasonable cost and appropriateness.	No cap for stabilization services. Payment for unsubsidized and subsidized child- care copay will be limited to \$2,000 in any 12- month period. Must meet the definition of non-assistance unless caregiver meets outlined activity requirements.	Specified relatives and/or kinship caregivers with minor children. <i>Stabilization services</i> will include only the minor child in the assistance group. <i>Caregiving services</i> under childcare relief will include the minor child and the caregiver and their required members in the assistance group.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	Children in the home of a substitute caregiver as defined above. Unemployed caregivers will not exceed the maximum four-month limit for childcare relief, all others meeting the outlined requirements will not exceed ten months. This service promotes TANF purpose #1
<u>Respite Services</u> To provide assistance to families with minor children who are behaviorally or developmentally challenged or delayed.	\$1,000 per year dependent upon available funding. Must use a certified provider.	Families or specified relatives with minor children who are developmentally challenged/delayed.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	Families or specified relatives with minor children who are developmentally challenged/delayed. This service promotes TANF purpose #1

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>Wraparound Services</u> – Teamwork with families to address the complex issues of the entire family and coordinate appropriate service by meeting with the family and identifying services with current involvement while identifying those services that the family could also benefit. This teamwork involves development of a ‘plan of care’ which will include regular meetings to ensure implementation, progress, with goal establishment and attainment. These services will not include any clinical services, Medicaid reimbursable services or services that would require a Medical, Clinical or Behavioral Health professional.	No cap.	Families with eligible children. Since this service is to benefit children of families in crisis, the income and resources of <u>only the eligible child or children</u>, for whom services are requested, will be used to determine PRC eligibility for wraparound services.	200% FPL or approved for other assistance programs such as: OWF, SNAP or a Medicaid category with income limit of 200% FPL or lower.	Families in crisis; at-risk families; and families with multiple barriers to housing, food, education, medical treatment or transportation. This service promotes TANF purpose #1
<u>Domestic Violence Assistance</u> To provide assistance to families who are identified as victims of Domestic Violence. Services may include, but are not limited to, relocation services, assistance with household expenses, needed safety items** or any fees associated with obtaining necessary legal assistance for protection orders/restraining orders. Personal or family supportive services to include services that are NOT determined to be medical in nature.	\$1,000 per year dependent upon available funding.	Adults with children identified as victims of Domestic Violence.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	Under-employed and low-income job seeking adults with child(ren), identified as victims of Domestic Violence. This service promotes TANF purpose #1
<u>Family Disaster Services</u> Provides benefits to assist with damage or loss sustained as a result of a natural disaster upon declaration by the Governor of Ohio. This service would be after all other resources of disaster relief have been exhausted.	Actual cost – up to \$1,500 dependent upon available funding.	Parents with minor children. Specified relatives with minor children. Non-custodial parents. Legal guardians/legal custodians with minor children.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	Families needing services to maintain basic needs. This service promotes TANF purpose #1

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>Contingency Services (An emergent need that threatens the health, safety, or decent living arrangement to the extent that it prohibits children from being cared for in their own home or inhibits job preparation, work and family life.)</u> **Repair or purchase of appliances. **Personal expenses (clothing, child restraint seats, diapers, toiletries, etc.) **Home furnishings (beds, mattress & box springs, kitchen table, chairs, etc.) **Home repairs which threaten the safety of a child and may disrupt the ability for the child to remain in the home. Repairs must be completed by professionals with a valid Ohio Vendor's License. Applicant must also be the homeowner. **The agency will review expenses for determination of reasonable cost and appropriateness.	Furniture, repairs and appliance purchases are limited to once per lifetime, per item.	Parents with minor children and all other household members. Specified relatives and kinship caregivers with minor children.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	Unemployed individuals. Under-employed individuals. Families with children at risk of abuse or neglect. Victims of domestic violence. This service promotes TANF purpose #1
<u>Pest Removal Services</u> **Treatment, relocation, and education due to infestation of pests, inside the home, including, but not limited to, bed bugs, fleas, rodents and roaches. **The agency will review expenses for determination of reasonable cost and appropriateness.	Actual cost – up to \$1,500 dependent upon available funding. Once per lifetime.	Parents with minor children. Specified relatives with minor children. Non-custodial parents. Legal guardians/legal custodians with minor children.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	Unemployed individuals. Under-employed individuals. Families with children at risk of abuse or neglect. Victims of Domestic Violence. This service promotes TANF purpose #1

LIST OF SERVICES & BENEFITS
Effective September 1, 2025

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>Transportation Services & Benefits</u> Gasoline Voucher -Exception to the cap would be for an individual using the voucher program to get to/from work. This will be subject to a four-month limit but can exceed the gasoline voucher limitation. Driver's license renewal or reinstatement (excluding alcohol/drug/substance violations such as: DUI/OMVI or child support situations) (No cap, once per lifetime limit) Automobile liability insurance (up to four months of coverage) (No cap, once per lifetime limit) Vehicle registration and license plate renewal/purchases.	\$60/month maximum, not to exceed \$200 in a 12-month period (personal vehicle) or actual expense determined pursuant to the transportation policy (public transportation or documented evidence of need beyond maximum)	Parents with minor children. Specified relatives with minor children. Non-custodial parents. Legal guardians/legal custodians with minor children.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	Employed individuals. Must be employed at least an on average amount of 20 hours per week at minimum wage or, if new employment, a promise of at least 20 hours per week, on average, at least minimum wage. Unemployed individuals in education or training for an average amount of 20 hours or more per week. This service promotes TANF purpose #2
<u>Transportation Services & Benefits</u> **Vehicle repairs to retain employment. Repayment agreement required. Entire cost must be repaid if the individual voluntarily quits employment without good cause or if the vehicle being repaired is sold within six months of repairs. Repairs will only be approved for vendors with a valid W9 form submitted or already on file with the county. The vehicle must be owned and registered by the applicant or another member of the PRC assistance group. Valid driver's license and current insurance coverage verification is required. The repairs being approved must put the vehicle in safe operation without further delay. Any overage of the expenses will be covered by the PRC applicant and must be arranged with the vendor prior to services being rendered. Expenses for all repairs must not exceed Kelly Blue Book value of the vehicle. First request for repair will be covered up to the cap. Second and all additional request for same or subsequent vehicle, regardless of time frame for request, will be covered at 50% of the cap amount. Verification of client payment for their 50% is required before payment authorization. **The agency will review expenses for determination of reasonable cost and appropriateness.	Lowest or best estimate not to exceed \$1,000 in a 24-month period.	Parents with minor children. Specified relatives with minor children. Non-custodial parents. Legal guardians/legal custodians with minor children.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	Employed individuals. Must be employed at least an average amount of 20 hours per week at minimum wage or, if new employment, a promise of at least 20 hours per week, average, at least minimum wage. Unemployed individuals in education or training for an average amount of 20 hours or more per week or unemployed individuals who are required to care for disabled child(ren) in the home. This service promotes TANF purpose #2

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>Job Preparation Services and Benefits</u> Pre-employment testing (physical, drug screening, etc.) All drug testing for pre-employment must meet the following criteria: (1) there MUST be an official offer of employment to the applicant, (2) the employer MUST require all potential new hires to pay for this pre-employment testing out of their own pocket, and (3) the employer MUST require this pre-employment testing of all potential new hires. These three criteria will be verified, by the employer, prior to any approval or eligibility determination. Testing for state licenses, board certification, commercial driver's license, GED, etc. Short-term (defined as 12 months or less) occupational training and supplies, including driver education training, books, manual, tuition expenses. Repayment of above expenses may be required if the participant fails to complete any training without good cause or accept the employment for which services were approved and has not secured any other equivalent employment. CQE filing fee for qualified individuals working with SEOLS or other legal representation.	Non-recurrent, short-term benefits, amount needed up to \$3,000 per 12-month period. CQE Costs not to exceed \$100 per lifetime.	Low income employed and job seeking parents with minor children. Specified relatives with minor children. Non-custodial parents.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid category with income limit of 200% FPL or lower.	Employed and newly employed individuals, scheduled to work an average amount of 20 hours per week or more. All unemployed job seekers registered with Ohio Means Jobs. Students enrolling in vocational programs for career exploration. This service promotes TANF Purpose #2.
<u>Work Support/Retention Services and Benefits</u> **Supplies for a new job (mechanics, tools, beautician supplies/equipment, etc.) Suitable attire/uniforms for employment and/or training. In-county transportation expenses for employment. **The agency will review expenses for determination of reasonable cost and appropriateness.	Supplies/tools and equipment are limited to \$500 in a 12-month period. Attire and/or uniforms are limited to \$500 in a 12-month period. In-county transportation for employment will be limited to the four-month, non-assistance, period with no cap on expense.	Parents with minor children. Specified relatives with minor children. Non-custodial parents.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid category with income limit of 200% FPL or lower.	Employed and newly employed individuals, scheduled to work an average amount of 20 hours per week or more. Under employed individuals must be employed an average amount of 20 hours or more per week or in a WEP placement or any combination. This service promotes TANF Purpose #2.

LIST OF SERVICES & BENEFITS
Effective September 1, 2025

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>Clothing Assistance Program</u> **Designed to provide incentive to employed families and promote self-sufficiency by assisting applicants with expenses related to education of minor child(ren). Available funding to offer this assistance will be reviewed annually. This incentive, when available, will only be offered for minor children attending and/or entering grades K-12. School can be defined as public, private, on-line or web based and home-schooling opportunities. Eligible purchases are defined as wearable attire or those items required by the school, to include, but are not limited to: backpacks, shoes, clothing, school uniforms, routine school supplies or other necessities as specified in the school classroom requirement list otherwise not excluded by this program. **The agency will review expenses for determination of reasonable cost and appropriateness. **Exception to parameters for this incentive would be for children in custody of the agency. No employment requirement will need met for those children. The AG for children in agency custody will consist of only the child.	Payment and CAP for this incentive program will be determined based on available funding each fiscal year. General guide for this will be \$200 per child grades K-6 and \$300 for a child grade 7-12; however, determination of actual amount for each child is based on need and should be documented.	Parents with minor children. Specified relatives with minor children.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP or a Medicaid program with income limit of 200% FPL or lower.	Employed individuals with minor children entering grades K-12. Must be employed at least an average amount of 20 hours per week at minimum wage or, if new employment, promise of at least 20 hours at minimum wage. For this assistance: If both parents are in the home, both parents must be working 20 hours per week average, or one of them must be at least 32 hours average, per week, to qualify. This service promotes TANF Purpose #2.

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>GED or Adult Diploma Incentive Payment</u> Application must be received within 90 days of receiving valid GED or Adult Diploma certification.	One-time payment of \$200 for each eligible applicant. This incentive is limited to availability of funding.	Parents with minor children. Specified relatives with minor children. Non-custodial parents.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with income limit of 200% FPL or lower.	Un-employed and underemployed needy families. This service promotes TANF purpose #2
<u>Adult Vocational Certification Incentive</u> One-time payment to any adult obtaining a certificate for successful completion of a full/part time adult education program at any vocational education institution. Application must be completed, and certificate presented at time of application. Application must be within 90 days of certification receipt.	\$300 once per lifetime limit, per adult for any full-time course or \$100 for any part time course (full time or part time status is determined by the school). Adult vocational certification incentive is limited to availability of funding.	Families with eligible children.	200% FPL or approved for other assistance programs such as: OWF, SNAP or a Medicaid category with income limit of 200% FPL or lower.	Unemployed and Underemployed households. This service promotes TANF Purpose #2
<u>Driver's Education</u> For young adults who are at least age 15.5 years. Choice of educational institution is at the discretion of the applicant. **For services to be approved, there can be NO educational credit for course completion**	Maximum of \$500 per eligible child will be paid directly to the vendor.	Parents with minor children. Specified relatives with minor children. Legal guardians or legal custodians with minor children.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with an income limit of 200% FPL or lower.	Children of needy families who are at least 15.5 years of age and eligible to attend. This service promotes TANF purpose #2
<u>Shelter Assistance</u> Will include monthly rent or mortgage expenses that are past due as well as any applicable fees for the late payment, up to a maximum of four months, per episode of need. Independent payments of the monthly rent amount must be made by the applicant between applications for eligibility to determine subsequent crisis situations. No court ordered eviction is necessary. Applicant cannot reside with, be related to or be employed by the landlord to qualify for this assistance. Household must have income to sustain ongoing costs. Does not include expenses for the deposit or first month's rent to secure a new residence or any applicable pet fees.	Maximum not to exceed the total CAP of \$3,750 in a five-year period. To maintain "non-assistance" no more than four months of shelter assistance can be approved per episode of need.	Parents with minor children. Specified relatives with minor children. Legal guardians or legal custodians with minor children.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with an income limit of 200% FPL or lower.	Unemployed and under-employed needy families, legal guardians and specified relatives of minor children with sustainable income to maintain ongoing needs. This service promotes TANF purpose #1

LIST OF SERVICES & BENEFITS
Effective September 1, 2025

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>Utility Assistance</u> Includes expenses for trash, gas, electric, water/sewer or any other heating source, not otherwise listed. Payment will not exceed expenses for more than four months, per episode of need. Independent payments must be made by the applicant between applications for eligibility to determine subsequent crisis situations. Will not include payment for any expenses outside of the current residence and must be for use at current residence, therefore, past bills for new connection services will not be covered. Disconnect Notice is not required for this service. If request is for a heating or cooling source, a HEAP denial or other notice that those services have been exhausted is required. Household must have income to sustain ongoing costs.	Maximum not to exceed total CAP of \$2,000 for a five-year period. To maintain "non-assistance" no more than four months of utility assistance can be approved per episode of need.	Parents with minor children. Specified relatives with minor children. Legal guardians or legal custodians with minor children.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with an income limit of 200% FPL or lower.	Unemployed and under-employed needy families, legal guardians and specified relatives of minor children with sustainable income to maintain ongoing needs. This service promotes TANF purpose #1
<u>Replacement SNAP Benefits</u> Upon completion of the appropriate form to report potentially stolen SNAP benefits and agency determination that an indication of theft of the monthly SNAP allotment has occurred, a self-declaration application for PRC may be submitted. Approved applications will have a food voucher issued for the family to replace the skimmed benefits. The amount of issuance should be for the amount skimmed but will not exceed the total monthly allotment that was issued for the month in which the benefits were stolen. Only EBT approved food items can be purchased which will be indicated on the grocer's voucher. This replacement will be for any completed PRC Application with accompanying determination by the agency that theft has occurred, after the discontinuance of Federal replacement which was 12/20/2024.	Replacement is the actual amount of loss, but not to exceed the monthly SNAP allotment for the family during the month the benefits were stolen.	Parents with minor children in receipt of SNAP. Pregnant women in receipt of SNAP. Legal guardians, legal custodians in receipt of SNAP with a minor child.	At or below Federal Poverty Level for current SNAP determination.	SNAP recipients. This service promotes TANF purpose #1.
<u>Healthy Choices for Youth Program</u> Presented in many local schools by Tuscarawas County Council for Church and Community, this program uses promotional materials while presenting pregnancy prevention curriculum to students in grades 6-8. Promotional materials can include any school/office other useful supplies and/or attire representing the program name.	Purchase of educational or promotional materials will not exceed the maximum \$4,000 per school year.	Young adults in grades 6-8.	No application or financial eligibility is required for this service.	This service promotes TANF purpose #3.

LIST OF SERVICES & BENEFITS

Effective September 1, 2025

SERVICE OR BENEFIT	CAP	ASSISTANCE GROUP	ECONOMIC NEED STANDARD	TARGETED GROUP
<u>Mentoring Services</u> Provides community and school-based adult mentors who meet with eligible children for a minimum of one hour per week, in the school setting or in the community setting in a one-on-one mentoring opportunity. A self-declaration PRC application can be accepted for this service.	No Cap on Services and will be based on available funding	Parents with minor children. Specified relatives with minor children. Legal guardians or legal custodians with minor children. Children in agency custody or under protective supervision	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with an income limit of 200% FPL or lower.	This service promotes TANF purpose #1
<u>Child Well-Being Support</u> To help maintain safety of children in their own home, during any alleged report of abuse or to assist the family in prevention of abuse. Support kits are provided to children and/or parents and can consist of educational material on prevention of abuse, trauma recovery educational materials, alarms, cameras or any safety equipment necessary. The support kits are to promote healing of children and family's dependent upon individual circumstances and where they are in their journey. A self-declaration PRC application can be accepted for this service.	No Cap on Services and will be based on available funding	Parents with minor children. Specified relatives with minor children. Legal guardians or legal custodians with minor children.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with an income limit of 200% FPL or lower.	This service promotes TANF purpose #1
<u>After School Programs</u> These programs will allow at risk youth to have a healthy alternative for after school or during the summer when school is out. These programs can offer structure to allow one on one tutoring possibilities, time for independent schoolwork, a healthy balance of social and emotional skill building using team building activities. After school and summer programs can offer safe alternatives to less desirable activities and use the time to promote developmental growth which promotes healthy, independent, resilient, confident youth for our community. A self-declaration application can be accepted for this service.	No CAP on services and will be based on available funding	Parents with minor children. Specified relatives with minor children. Legal guardians or legal custodians with minor children	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with an income limit of 200% FPL or lower.	This service promotes TANF purposes #1, #2 and #3
<u>Senior Student Support</u> Assisting graduating seniors with any necessary expenses to allow for on-time graduation. This can include, but is not limited to, cap/gown purchase, school fee payment.	Expenses not to exceed \$500 per student	Parents with minor children. Specified relatives with minor children. Legal guardians or legal custodians with minor children.	200% Federal Poverty Level (FPL) or determined eligible for OWF, SNAP, or a Medicaid program with an income limit of 200% FPL or lower.	This service promotes TANF purposes #2

Repayment Agreement

As part of my application for services under the Prevention, Retention and Contingency (PRC) Program with Tuscarawas County Job and Family Services (TCJFS), I acknowledge and agree to the repayment terms listed below:

- Repayment of the entire balance for any education expenses incurred by TCJFS when the applicant or other PRC assistance group recipient fails to successfully engage in or complete the program in which expenses were incurred. Repayment in full will be expected prior to any future PRC eligibility. The education expenses can include, but are not limited to: Tuition, book costs, supplies, tools, transportation assistance, or any other allowable educational expenses, not listed.
- Repayment of the entire balance for any work-related expenses incurred by TCJFS will be made when an applicant or other PRC assistance group member fails to successfully engage in the employment for which the expenses were incurred at the time of application approval. Repayment in full will be expected prior to any future PRC eligibility. The work-related expenses can include, but are not limited to: Uniforms, tools, supplies, work clothing, pre-employment testing fee's, drug screens, transportation expenses, etc.
- Repayment of the entire balance of vehicle repairs incurred by TCJFS will be expected when the vehicle is subsequently sold by the applicant or other PRC assistance group member within a six-month period or when the individual voluntarily leaves the employment within a thirty-day period. Repayment in full will be expected prior to any future PRC eligibility.
- Liability of costs incurred prior to pest removal services being provided when the applicant fails to meet the pre-treatment requirements of the pest removal vendor, and the subsequent services cannot be provided. The applicant will assume all responsibility for any charges when proper preparation instructions are not followed, and the services cannot be performed upon arrival for inspection/service delivery.
- Reimbursement from the application for any summer programs that are not attended when payment in full was issued and the vendor will not return.

PRC program services and benefits are created to help an individual achieve success but require a full commitment in greater part by the applicant. A signature is accepting full responsibility and understanding to these terms prior to any eligibility determination.

Name	Case Number
Application Date	Services Requested
Signature	Date

VOTER REGISTRATION APPLICATION – ASSISTANCE AVAILABLE

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

☐ **YES**, I want to register to vote.

☐ **NO**, I do not want to register to vote.

If you do not check either box, you will be considered to have decided not to register to vote at this time.
Clients must always be given the JFS 07217 (Notice of Rights and Declination) form.

Determination:

Approved ☐

Denied ☐

TUSCARAWAS COUNTY JOB & FAMILY SERVICES**SELF DECLARATION APPLICATION**

☐ **Mentoring**

☐ **After School Program**

☐ **Child Safety Box**

*Does NOT include daycare

Vendor: _____ Vendor: _____ To contain: _____

Requested for the following children: _____

Name: _____

Phone Number (Home): _____

Address: _____

(Cell): _____

Social Security Number: _____

Case number: _____

List everyone residing at the above address

Name	DOB	SSN	Monthly Income	Source
1.				
2.				
3.				
4.				
5.				

\$ 0 - \$1,255 ☐ \$1,256 - \$2,510 ☐ \$2,511 - \$3,407 ☐ \$3,408 - \$4,304 ☐

\$4,305 - \$5200 ☐ \$5,201 - \$6097 ☐ \$6,098 - \$6,994 ☐ \$6,995 - \$7,890 ☐

How much cash does your family have in all bank accounts for a combined total today? _____

Please include all savings and checking accounts. This may not impact eligibility, but is for informational purposes.

By signing this application, I self-attest that all the above information is true as of this date of application. Any information found to be false or omitted can result in the denial of this application and/or potential overpayment. I can also be held ineligible for any future PRC services if I knowingly provide false or misleading information.

Received Date:

Applicant signature

Date

For office use only

PRC AG size		Consists of:
GMI calculation	\$	Consists of:

Other program eligibility:

AG Member and Program Name	Eligibility Period	Monthly Amount	Case Number

☐ Approval Date determination was made: _____ Worker name: _____
☐ Denied Date determination was made: _____ Worker name: _____

Denial reason:

Date denial notice was sent: _____

Worker Signature / Date: _____

Supervisor Signature / Date: _____

NOTES REGARDING THIS REQUEST FOR SERVICES:

NON-DISCRIMINATION

Federal laws require that any agency administering federally funded programs and activities, cannot discriminate against you based on race, color, national origin, sex, religion, political beliefs, disability, and age.

AMERICAN WITH DISABILITIES ACT

If you have a physical or mental condition that substantially limits one or more major life activities, you may have rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Physical or mental conditions include, for example, a learning disability, mental retardation, a history of drug or alcohol addiction, depression, mobility impairment, or a hearing or vision impairment.

You can let us know if you have a disability. If you cannot do something we ask you to do, we can help you do it or we can change what you have to do. Here are some of the ways we can help:

- We can call or visit if you are not able to come to our office.
- We can tell you what this letter means.
- If you are hearing impaired, we can provide a sign language interpreter when you come to the office.
- We can help you appeal any decision that you do not agree with. If you need some other kind of help, ask us. Call your caseworker. LIMITED

ENGLISH PROFICIENCY

If your primary language (spoken or written) is not English, we can help you. Let us know if your primary language is not English.

Here are some of the ways we can help:

- We can provide you with an interpreter who can speak English and your language when you come to the office. One will be provided at no cost to you.
- We may be able to provide you documents in your own language. If we cannot, then we will provide you with an interpreter who can read the documents to you.

INFORMATION ON CITIZENSHIP AND IMMIGRATION STATUS

If you are applying for PRC benefits, you must tell us about the citizenship and immigration status of only those persons you are seeking the benefits for. We may decide that certain members of your family are not eligible for PRC because, for example, they do not have the right immigration status. If that happens, other family members may still be able to get PRC if they are otherwise eligible. You may also need to tell us about your family's income and answer other questions we may ask.

INFORMATION REGARDING YOUR SOCIAL SECURITY NUMBER

Generally, if you are applying for PRC benefits, you must provide the social security number of only those persons you are seeking the benefits for. However, there may be instances where we need the social security numbers of members of the household to verify income or other eligibility criteria to determine eligibility even though they are not seeking PRC benefits themselves. We may decide that certain members of your family are not eligible for PRC because, for example, they do not have the right immigration status. If that happens, other family members may still be able to get PRC if they are otherwise eligible. Social Security numbers may be used when contacting appropriate persons or agencies to determine your eligibility and verify information you have given for PRC, for example, income, disability benefits or other similar benefits and programs. Such information may affect your household eligibility for PRC. Your social security number may be used for a felony warrant match; a match of persons in violation of probation or parole by law enforcement agencies; or for purposes of investigations, prosecutions, and criminal or civil proceedings that are within the scope of law enforcement agencies' official duties.

HOW DO I FILE A DISCRIMINATION COMPLAINT?

Your complaint can be filed with:

The Ohio Department of Job and Family Services Bureau of Civil Rights
30 East Broad Street, 37th Floor
Columbus, Ohio 43215-3414
Fax to: 614-752-6381

The Bureau of Civil Rights (BCR) staff is available to offer assistance with writing and filing your complaint(s).
You can call BCR at 614-644-2703 or Toll Free 1-866-227-6353, TTY 614-995-9961 or Toll Free 1-866-221-6700.

Proposed PRC Changes

Effective September 1, 2025

Definition, Page 2:

Specifically identified soft services and the removal of the four-month limitation for those services.

Assistance Group Composition, Page 3:

Removed un-averaged 20 hours per week language to replace with 20 hours per week, on average.

Eligibility, Page 5:

Added verbiage to indicate that the eligibility system that successfully verified citizenship status or previously provided citizenship verifications will be used, when available.

Income, Page 6:

Removal of unearned income from budgetary impact for PRC services. Updated this section to specifically list an example of disregarded, unearned income for eligibility determination, but not for sustainable income.

Revised the language for verification requirements of income. Being currently in receipt of SNAP/TANF will establish the economic need for PRC and income will not need reverified unless a change impacting eligibility is being reported.

Unearned Income, Page 8:

Clarified in this section that unearned income is excluded from calculations to determine eligibility but can be considered when determining sustainability for the assistance group.

Resources, Page 8:

Removed the resource limit for PRC applicants of Tuscarawas County.

Residence, Page 8:

Clarification added to this section for children in agency custody. Children in agency custody are considered Tuscarawas County residents and will be considered an AG of one when in need of services within the PRC plan. The agency representative may complete an application for a child in custody. A self-attested application may be used in these instances.

Ineligible Family Assistance Groups, Page 9:

Clarified on line #2 that the pregnancy for a single individual must be verified only when questionable.

Application, Page 14:

Updated the eligibility system to remove the PRC Reporting Tool and add the Ohio Benefits Worker Portal for PRC tracking of authorization or denial.

Service Maxtrix, Pages 18-27:

Removed all reference requiring an un-averaged amount of work per week to qualify for services and replaced this with average.

Removed Employment Incentive Program language as the program operation ended June 30, 2025.

Added language that coursework for **driver's education** can only be covered if there is no educational credit being granted upon completion.

Added clarifying information to the shelter assistance section that independent payment of the monthly rent amount must be made between crisis situations for eligibility. Also added to this section that the landlord cannot be a relative of the tenant and that all applicable pet fee's are excluded from eligibility.

Added clarification to the utility section that trash is included as an allowable utility.

Added to the assistance group eligible for soft services to include children in agency custody or under protective supervision.

Removed specific provider for wraparound services and added to the target population to identify not only families in crisis, but families at risk or with barriers to housing, food, education, medical treatment or transportation.

Increased the transportation monthly allowance to \$60/mo to mirror other plan language. Also added driver's license renewal or license plate/registration renewal/purchases. Removed the requirement for a vendor of vehicle repairs to have a valid vendors license. Clarified that vehicle repairs at the second request, regardless of time frame, will only be covered at 50%.

Defined short term educational training as 12 months or less.

Added clothing assistance program to specifically waive the employment requirement for children in agency custody which are in need of this assistance.

Added verbiage for certain services that a self-attested application can be accepted. This is specific to child well-being support, mentoring services, and after school/summer programs.

Also attached:

- The created a self-declaration application for expedite application/processing for specific services.
- A created a repayment agreement for specific services when the applicant does not follow through with their portion of the arrangement.